



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

Forensic Services Technician Grade W20 – Non-Exempt Starting Salary - \$54,871 annually / \$26.38 hourly

General Duties:

This is a **civilian** position responsible for collecting, identifying, analyzing, preserving, and processing physical evidence related to criminal investigations. This position is also responsible for all phases of property and evidence control and database management. This position receives supervision from the Forensic Services Supervisor.

Availability:

Primary Hours - Monday through Friday 0700 – 1500 hours with rotating on-call schedule. **Subject to call out 24/7/365**

Eligibility:

- Must be a U.S. Citizen or a resident alien
- Must possess a High School Diploma or GED recognized by the State Board of Education
- Must possess a valid driver's license with no more than four (4) current points
- Must be able, to read write, and speak English
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at www.carrollcountysheriff.com / employment / hiring process)

Qualifications and Requirements:

- Bachelor's Degree in Forensic Science, Biology, Chemistry, or related field required
- Prior experience as a forensic technician, crime scene technician, or other related functions preferred
- Ability to satisfactorily complete assigned specialized and annual training
- Position may require exposure to biological hazards
- Position may require extensive periods of standing or sitting
- Position may require the ability to lift 50 pounds, as well as push, pull or move objects
- Position may require extended periods of computer based tasks

*A comparable amount of training and experience may be substituted for the minimum qualifications

Essential Tasks:

- Maintains on call status to provide the county with 24/7/365 coverage
- Identifies, documents, recovers, and packages evidence associated with the commission of a crime
- Collects and packages all forms of evidence while initiating and maintaining accurate chain of custody

- Documents and photographs crime scenes
- Processes crime scenes and/ or evidence collected for latent prints and DNA
- Prepares accurate sketches of scenes
- Utilizes state of the art computer equipment to perform photographic and video enhancements
- Manages the processing, collection, storage and preservation of evidence at crime scenes
- Ensures that property/evidence computer records are maintained accurately and remain current
- Assists with the collection and disposal of medications deposited at county sites
- Ensures evidence lockers are emptied daily, items are properly logged, and ensures accountability procedures are followed
- Processes and maintains all evidence and property from the time it is seized until final release or destruction
- Assists with quarterly inventory of all submitted evidence and property to ensure security of facility is maintained
- Assists with the maintenance and security of the Evidence/ Property Room and affiliated reporting mechanisms, audits, etc.
- Administers and directs adjunct deputy crime scene technicians, coordinating all relevant training and scene processing
- Utilizes the digital photo software (Genetec) and video enhancement equipment (Ocean Systems)
- Conducts forensic processing of evidence, and evaluation of processing techniques
- Conducts forensic related training classes for the Sheriff's Office, allied agencies, and MPCTC
- Conducts research and development of forensic/crime scene processing equipment
- Remains current with techniques to maintain standards with emerging forensic trends and technology
- Purges property and evidence items as required
- Processes and deposits any cash seized in accordance to the Sheriff's Office policy
- Provides transport of evidence to an authorized police laboratory for analysis; establishes a rapport with lab personnel; establishes a regularly scheduled time for submission and retrieval of evidence from the lab
- Testify in court as needed
- Performs any other related duty as assigned

Knowledge, Skills and Abilities:

- Working knowledge of federal, state and local civil and criminal laws
- Knowledge of agency rules, regulations and policies
- Knowledge of court system and the requirements for proper accountability of evidence
- Knowledge of security measures and accountability for property/evidence storage
- Knowledge of forensic techniques and ability to maintain currency on new and innovative techniques
- Knowledge of Microsoft Windows based computer programs to include Word and Excel
- Ability to communicate effectively orally and in writing
- Ability to work independently with minimal supervision
- Ability to establish effective working relationships with other staff, governmental agencies, and general public
- Ability to multi-task, prioritize, and effectively and efficiently organize workload to complete tasks under pressure
- Ability to work within a team environment
- Ability to exercise sound judgement and respond with tact, understanding, diplomacy, fairness, and firmness
- Excellent interpersonal skills

Selection Process: The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Completion of online Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview Board
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Psychological Examination
- Final Command Review/Interview
- Final Job Offer

Request Procedure:

To be considered for this position, qualified candidates must complete and submit employment application electronically through our website at www.carrollcountysheriff.com or www.policeapp.com. Applications must be submitted **no later than 11:59 p.m. on Tuesday, February 27, 2024.**

“One or more positions may be filled using this vacancy announcement”

The Carroll County Sheriff's Office is an Equal Opportunity Employer